

CHIEF JUDGE RULE - MCR 8.110

(C) Duties and Powers of Chief Judge

- (2) As **the presiding officer of the court**, a chief judge shall:
 - (a) call and preside over meetings of the court;
 - (b) appoint committees of the court;
 - (c) initiate policies concerning the court's internal operations and its position on external matters affecting the court;
 - (d) meet regularly with all chief judges whose courts are wholly or partially within the same county;
 - (e) represent the court in its relations with the Supreme Court, other courts, other agencies of government, the bar, the general public, and the news media, and in ceremonial functions; and
 - (f) counsel and assist other judges in the performance of their responsibilities
- (3) As **director of the administration of the court**, a chief judge shall have administrative **superintending power and control over the judges of the court and all court personnel** with authority and responsibility to
 - (a) supervise caseload management and monitor disposition of the judicial work of the court;
 - (b) direct the apportionment and assignment of the business of the court, subject to the provisions of **MCR 8.111**;
 - (c) determine the hours of the court and the judges; coordinate and determine the number of judges and court personnel required to be present at any one time to perform necessary judicial and administrative work of the court, and require their presence to perform that work;
 - (d) supervise the performance of all court personnel, with authority to hire, discipline, or discharge such personnel, with the exception of a judge's secretary and law clerk, if any;
 - (e) coordinate judicial and personnel vacations and absences, subject to the provisions of subrule (D);
 - (f) supervise court finances, including financial planning, the preparation and presentation of budgets, and financial reporting;
 - (g) request assignments of visiting judges and direct the assignment of matters to the visiting judges;
 - (h) effect compliance by the court with all applicable court rules and provisions of the law; and
 - (i) perform any act or duty or enter any order necessarily incidental to carrying out the purposes of this rule.
- (6) A chief judge may **delegate administrative duties to a trial court administrator** or others.

POLICY V PROCEDURE

POLICY = SETS FORTH THE WHO-WHAT-WHERE-WHEN

“A definite course of action adopted as expedient or from other considerations; a course or line of action adopted and pursued by a government, ruler, political party, or the like.”

- The American College Dictionary

“The general principles by which a government is guided in its management of public affairs.”

- Blacks Law Dictionary

“Guiding principles outlining conduct.”

- Michael J. Dillon

The landlord/tenant clerk will issue landlord/tenant cases on the same day that the case is filed with the court.

PROCEDURE = SETS FORTH THE HOW

“The act or manner of proceeding in any action or process.”

- The American College Dictionary

“A specific method or course of action.”

- Blacks Law Dictionary

“A prescribed manner to accomplish something.”

- Michael J. Dillon

Upon receipt of a summons and complaint from a plaintiff, the summons and complaint shall be date/time stamped by the clerk receiving the summons and complain. The clerk will assign a case number...

WRITING POLICIES

Research – Gather all written documents that have been distributed to staff concerning the subject. This includes, existing policies and procedures, memos, posted notices, newsletters and any other type of pertinent information. In a bigger court system, check with all managers to find out what the current practice is for a particular department.

Analysis – Before writing the policy make sure that you discuss with the appropriate parties the information that you have gathered and your analysis of the information.

Numbering. Assign a number to the policy that is consistent with the numbering scheme developed for the policy manual. Prior to writing a policy make sure that you have developed a table of contents. The table of contents will serve as your outline and will assist the reader with acquiring the information they seek. Pages should be numbered so that you can pull out policies and replace them without having to reprint the entire book.

Rough draft. Develop a rough draft that clearly outlines the policy so that the reader can easily follow the policy and understand it.

- Avoid technical and legal jargon
- Be clear and concise using short sentences
- Make sure that the policy is not inconsistent with other policies.
- Use cross-references and legal citations whenever possible
- Have someone else check the grammatical structure of the policy.

Approvals. The chief judge should approve the final draft. In some instances (personnel policies) you may want to have legal counsel review the policy prior to presenting the policy to the chief judge for approval.

WHY HAVE WRITTEN POLICIES & PROCEDURES

- Failure to have written policies & procedures could result in misunderstandings and poor morale, as well as charges of favoritism or discrimination. Understand that these same problems can occur when written policies are not clear and not consistently enforced.
- Written policies and procedures serve as training resource. The availability of written policies and procedures limits the amount of time it takes to train an employee. There is less of a time demand on the employee responsible for training the employee.

- Written policies and procedures reduce the number of redundant questions posed by employees.
- Written policies and procedures can be useful in defending a lawsuit, provided that the policy and procedure has been consistently applied.
- Written policy and procedures provide a history of the evolution of the court or a court process. Policies and procedures should be repealed or amended whenever the situation calls for it. (Provides a history of how and why we used to do it that way)

12TH JUDICIAL DISTRICT COURT POLICY/PROCEDURE MANUAL

TABLE OF CONTENTS

<u>SECTION</u>	<u>TITLE</u>
A	<u>ORGANIZATION</u>
1	<u>PERSONNEL MANAGEMENT</u>
2	<u>FINANCIAL MANAGEMENT</u>
3	<u>RECORDS MANAGEMENT</u>
4	<u>JURY MANAGEMENT</u>
5	<u>CASE MANAGEMENT</u>
6	<u>SECURITY & ENFORCEMENT</u>
7	<u>TRAFFIC DIVISION</u>
8	<u>PROBATION DIVISION</u>
9	<u>CIVIL DIVISION</u>
10	<u>CRIMINAL DIVISION</u>
11	<u>COLLECTIONS DIVISION</u>
12	<u>JUDICIAL SUPPORT</u>
13	<u>SYSTEMS MANAGEMENT</u>
14	<u>FACILITIES & EQUIPMENT MANAGEMENT</u>

***12TH JUDICIAL DISTRICT COURT
POLICY/PROCEDURE MANUAL***

15	<u>PUBLIC RELATIONS & INFORMATION</u>
16	<u>LEIN</u>
17	<u>MISCELLANEOUS</u>

12TH JUDICIAL DISTRICT COURT POLICY/PROCEDURE MANUAL

PERSONNEL MANAGEMENT INDEX

SECTION 1 - PERSONNEL MANAGEMENT

- 1-A General Statement
- 1-B Job Descriptions
- 1-1 Compensatory Time
- 1-2 Dress Code
- 1-2A Dress Code Court Officer
- 1-3 Personal Appearance & Hygiene
- 1-4 Work Rules & Regulations
- 1-5 Personnel Record
- 1-6 Overtime Policy
- 1-7 Non-Discrimination Policy
- 1-8 Smoke Free Workplace
- 1-9 Work Related Complaints
- 1-10 Hours of Judicial Officers
- 1-10A Hours of Court Operations
- 1-11 Bloodborne Pathogens
- 1-12 Employee Request for Leave
- 1-12A Unpaid Time Off – Request for Leave
- 1-13 Intern Program
- 1-14 Vacant Positions
- 1-15 Grievance Procedure
- 1-16 Drug Free Workplace
- 1-17 Sexual Anti-Harassment Policy
- 1-18 Performance Evaluations
- 1-19 Performance Incentive Payment – Nonunion
- 1-20 Wages, Hours and Working Conditions
- 1-21 Employee Resignations & Retirements
- 1-22 Residency Policy
- 1-23 Family & Medical Leave Policy
- 1-24 Nepotism
- 1-25 Sick Leave Policy
- 1-26 Tardiness Policy
- 1-27 Management/Employee Development Program
- 1-28 Tornado Watch/Warning Policy
- 1-29 Affirmative Action Policy
- 1-30 Legal Advice Prohibition
- 1-31 Performance Improvement Policy

12TH JUDICIAL DISTRICT COURT POLICY/PROCEDURE MANUAL

1-32	Workplace Safety
1-33	Emergency Closings
1-34	Personnel Data Changes
1-35	Flex Time
1-36	Visitors in the Workplace
1-37	Physician's Statement
1-38	Disciplinary Action Statement
1-39	Workplace Violence
1-40	Occupational Illness/Injury
1-41	Work Permits – Minors
1-42	Conflict Resolution
1-43	Exit Interview
1-44	Data Entry Examinations
1-45	Employee Candidate – Background & Job Offer
1-46	Probationary Period
1-47	Disciplinary Hearing - Procedure

12TH JUDICIAL DISTRICT COURT
POLICY/PROCEDURAL MANUAL

PAGE 1 OF 1	DATE: 1/10/2003	SUBJECT: X
SECTION: Personnel Management		

POLICY 1-1

PURPOSE:

POLICY:

DRAFT

CHIEF JUDGE



MICHIGAN REPORT

Information Pertinent to Legislative and State Department Activities Since 1906

REPORT NO. 6, VOLUME 42-- WEDNESDAY, JANUARY 8, 2003

Today's Stories:

[ENGLER AGREEMENT WITH SAULT TRIBE COULD LEAD TO MORE CASINOS](#)
[LEADERS PROMISE COLLABORATION AS 92ND LEGISLATURE BEGINS](#)
[COURT BARS WORKERS' COMP WAGE BENEFITS TO ILLEGAL ALIENS](#)
[NATIONAL GROUP SAYS BUSH PLAN WILL COST STATE](#)
[STATE COLLEGE SAVINGS PROGRAM EXPANDS](#)
[FORMER LEGISLATORS JOIN CAMPAIGN FINANCE BOARD](#)
[EDUCATION BOARD POSTPONES RETREAT](#)
[SUPPLEMENTAL NOTICE OF LEGISLATIVE COMMITTEES](#)

[Senate Activity](#)

[House Activity](#)

ENGLER AGREEMENT WITH SAULT TRIBE COULD LEAD TO MORE CASINOS

A land settlement agreement reached on December 30 between former Governor John Engler and the Sault Ste. Marie Band of Chippewa Indians could lead to that tribe opening two new casinos in the Lower Peninsula including one, potentially, in the Detroit suburbs.

The agreement, in fact, could mean a total of three new Indian-run casinos in the Lower Peninsula because the agreement was drafted to settle a long-standing dispute between the Sault tribe and the Bay Mills Band of Chippewas over land in along the Lake Superior shoreline. Congress refused to approve a Bay Mills plan for a new casino in Port Huron because of the dispute.

And, so long as no other entities other than Indian tribes and the Detroit casinos have the ability to operate slot machines and other electronic gaming, the settlement

THE INFORMANT

12th District Court Employee Newsletter

October/November 2002

Vol. 1

REMAIN FRIENDLY & POSITIVE DAY AFTER DAY!

😊 Friendliness goes a long way toward creating goodwill and cooperation between government employees and their customers. However, it only succeeds when it is practiced consistently.

It is not easy to be friendly at all times, but you can achieve consistency by periodically checking your attitude. During each customer encounter, ask yourself these questions: 😊

- * *Am I showing this customer how much I care?*
- * *Am I being friendly?*
- * *Am I conveying that I am interested?*
- * *Am I making an effort to find out what's important to this customer?*
- * *Am I looking for a way to add something special to this contact so it will stand out in the customer's mind?*

😊 Periodically, evaluate your friendliness quotient. If you communicate with customers on the phone, tape-record your side of a few calls at different intervals of the day. Then, listen to yourself. If you can't honestly say you're as amiable and upbeat at the end of your shift as you are earlier in the day, work to achieve a consistent level of friendliness.

A good way to increase your friendliness level is to use customers' names while on the phone or face-to-face. Also, try starting your day with an enjoyable routine - such as exercising or listening to music - to get you in a positive frame of mind. 😊

-Customers First for Government, June 20, 2002, Vol. 3, ISS.16, pg. 1



Once a task has begun, Never leave it until it's done.
Though the task be great or small, do it well or not at all.

“CRIMINAL” SCOUTING

-Alison Haakinson, Deputy Court Clerk, Criminal Division

As some of you are aware, I have been working with the Boy Scouting program for over two years. My youngest son, David, became involved after seeing a presentation at his school in February 2000. During his first year, he attended several camp-outs and gradually progressed in rank. His older brother, Scott, decided to join the Scouts in February 2001, and quickly caught up with David in rank. When the boys left in April 2001 to live with their father in Idaho, they had reached the rank of Tenderfoot. Unfortunately their father does not allow them to participate in Boy Scouts any longer. I became more involved with the Scouts after my sons were gone because I wanted to see other boys experience the positive influence of this organization and achieve something my sons couldn't. I currently serve as a committee member for Troop 322 of the Great Sauk Trail Council of Boy Scouts, which is sponsored by the local Eagles organization. I assist in many different ways, including taking attendance, collecting dues, and helping with various activities such as reading, knot tying, first aid, and merit badge requirements. Most importantly I help with the "Board of Review" where the scout must answer questions relative to achieving a promotion in rank. If they cannot answer the questions, we cannot "promote" them to the next rank.

During my involvement, I have attended two summer camps (1 week each), 10 camp-outs (weekend camping trips) in Michigan Center at Camp Teetonkah, as well as our community clean-up projects with the Michigan International Speedway (three additional camp-outs). We have also been involved with Scouting for Food, annual popcorn sales, and the Grand River Clean-Up Project. I have enjoyed my time with the Scouts and have been privileged to attend several training programs including Safety Afloat, Climbing Safety, and Leave No Trace (environmental camping techniques) classes. Safety Afloat was the greatest! Our instructor taught us the rules of water safety for two days, and then took us out in canoes for the third day. We learned how to get in and out of the canoe without tipping, although my partner, Deputy Robert Oberst of the Jackson County Sheriff Department, insisted on testing the theory and capsizing us in the process! Naturally he blamed it on me, but it was all in good fun and we had a great time just the same.

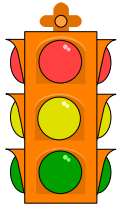
My daughter, Jocelyn, is also involved in the scouting program, as an Assistant Scout Master. She's been involved since May 2002 and loves to help. The Scouts call her the "Knot Queen" because she learned so quickly how to tie the required knots! She's also earned her "Totin' Chit", which gives her the opportunity to work in an axe yard, and recognizes her knowledge of the Outdoor Code. She has also attended Summer Camp and several camp-outs, and looks forward to a more active role in 2003.

The Boy Scouts is a wonderful organization, and it has been a great learning experience not only for me but also for my family and the men and boys who are involved with our Troop.

Special Note:

*Administration recently received a letter from Camp Director Karen Thiel, commending Alison for her work with the Boy Scouts. It said, in part, "(Her) participation in the BSA Scouting Program is of significant importance in the lives of the boys (she) reaches." **Kudos to Alison!***





TRAFFIC TIDBITS

Labor Day weekend always proves to be a busy one for the Traffic Department. This year was no exception. While the extended weekend was nice and relaxing, it was a distant memory when we returned to work on Tuesday.

By noon the department was hit with over 200 pieces of mail and 954 tickets. The State Police won this year's competition by filing 437 tickets while the Sheriff's Department took second with 204 tickets.

Thanks to a huge team effort, we were able to process everything that same week. This was much quicker than I ever expected. I would like to thank all the ladies, and Dave Holubowicz Jr., for their hard work and dedication.

- Chad Surque, Court Services Manager

WEDDING BELLS IN THE TRAFFIC DIVISION

On August 3, 2002 Alicia Brewer, traffic deputy clerk became Mrs. Terral Windmon. The wedding ceremony took place at Bethel Baptist Church in Albion, Michigan with a reception following at the Commonwealth Building in Jackson, Michigan.

The happy couple met in March 1999 outside of the Jackson County Courthouse where Terral stopped Alicia and introduced himself. Alicia spent a number of days being teased by her coworkers because of the vast number of flowers and gifts that were delivered to the department during their courtship.



On Saturday, October 18, 2001 (Sweetest Day) Terral popped the big question at Alicia's parents' home amongst family and friends and while being videotaped.

Alicia and Terral enjoyed a celebration that included approximately 300 friends and family and a bridal party consisting of 31 individuals. One of the most intriguing highlights of the evening was being chauffeured in Mercedes Benz and Corvette limousines.

The happy couple honeymooned at Niagara Falls that included a perfect view of the falls from their suite. Not to our surprise, the happy bride is just as giddy as she was the day she met her new husband.

Civil-ly Speaking

A MESSAGE FROM YOUR UNITED WAY CAMPAIGN 2002 HEADQUARTERS:

This year the Civil Division will be sponsoring the United Way Campaign for the 12th District Court. Our goal for 2002 is \$8,360. In our effort to meet this goal, the Civil Division will be providing bake sales, popcorn sales and a raffle of assorted items. You may also wish to make your donation through payroll deduction or a one-time gift. These forms will be available in the Civil Division or you may contact Karen Coffman for further information. Keep your eyes and ears open, as we will be announcing information about the fundraisers in the near future.

~~~~~

The United Way of Jackson County is an independent non-profit agency led by volunteers from our area. Since volunteers do most of the fundraising and distribution, almost all of your contribution goes directly to helping those in need. Approximately 89 cents of every dollar contributed goes directly to programs. Some programs that benefit from United Way are: the American Red Cross, AWARE, Big Brothers Big Sisters of Jackson County, Boy Scouts, the Breakout Drug Education Program, the Center for Family Health and Catholic Social Services.

Community members can make a single gift to the United Way, and know that it will be applied to the most effective solutions to the needs within our community. By making larger gifts possible and pooling thousands of contributions together, we can touch the lives of virtually everyone who lives here. The campaign is already underway and Jackson County is aiming to achieve our goal of \$3.3 million dollars.

Let's all work together with the United Way of Jackson County to improve the lives of individuals and families within our community.

- Karen Coffman, Court Services Manager

~~~~~



EYE-OPENING SLEEP STUDY

Perhaps school naps should be carried over from kindergarten to college. An experiment conducted by a team from Harvard University concluded that naps don't just reduce fatigue; they can help people learn tasks more effectively.

In the study, reported in the journal *Nature Neuroscience*, researchers administered a series of four one-hour tests to 30 volunteers over the course of a day - at 9 a.m., noon, 4 p.m., and 7 p.m. The tests required the subjects to identify the vertical or horizontal orientation of three diagonal bars flashed in the lower-left quarter of a computer screen. Ten participants didn't nap. The others took a 30- or 60-minute nap after the 2 p.m. session.

Performance for all participants peaked during the 9 a.m. session and leveled off at the noon test. Thereafter, the non-nappers experienced a 52 percent decrease in performance for the 4 p.m. and 7 p.m. tests, while the 30-minute group experienced some decrease and the 60-minute group showed no change. Sleep, and not just rest, proved crucial. In subsequent tests, volunteers who rested quietly but did not sleep also performed poorly on the third and fourth session.

One other factor improved test scores: changing the task. Some non-nappers had the diagonal bars shifted from the left to the right side of the screen after the second session. Scores improved substantially after the shift, showing that they were using a difference, "fresher" neural circuit due to the visual change. "If anyone wants to take my article and show it to their boss, feel free," lead researcher Sara C. Mednick, Ph.D., told the *New York Times*. She takes one-hour siestas on a couch in her lab.

NEW FACES IN PROBATION

The probation department has gone through some major changes in the last two months. As you may be aware, Lisa Grzesek left us in July. We have determined that Jim Hunt, one of our I.S.P. officers will come off the road to take over her caseload. However, we then need to hire someone to take over for him in ISP. We have conducted interviews but no one has been selected at this time. Chief P.O. Bates has been filling in handling Lisa's caseload until Jim is able to take over.

Also, Ken Ashenfelter has been placed on Active Duty with the U.S. Army for one year. His last day with us was September 26th. We wish him well as he serves his country during this time of war. Please keep him in your thoughts and prayers. We have hired Tori Nelson on a temporary basis to cover his caseload while he is gone. Please give Tori a warm welcome when you see her!

In addition, Kim Pepper recently left to take a position with the Kellogg Company in Battle Creek. Yes, we've all been swamped! However, the staff has pulled together as a team to help out and keep things running smoothly. I want to thank all probation staff members, agents and clerks for their patience and teamwork during this time! Hopefully, by the end of October we will be back to full staff!

-Tammy Bates, Chief Probation Officer

I try to avoid looking forward or backward, and try to keep looking upward.

- Charlotte Bronte

L.E.I.N. UPDATE

From the LEIN bulletin - August 2002

The LEIN field services unit was advised that a female had called several law enforcement agencies by phone to get wanted person and driver status information from LEIN. The caller attempted to fraudulently obtain information about someone other than herself. Personnel who operate LEIN are reminded that Michigan law prohibits the disclosure of information obtained by LEIN to private persons.

Here are some tips for personnel who operate LEIN.

Persons who inquire about outstanding warrants must do so in person. You may perform a name check on JIS to see if the 12th District Court has any outstanding or pending matters for that person. If we do not have any pending matters, the person can check with the police department to see whether or not they have any outstanding warrants from other jurisdictions.

People who request criminal history information about themselves can be referred to the Michigan State Police, Criminal Justice Information Center (CJIC). People who wish to obtain information about driver or vehicle information can be referred to the Secretary of State's office.

Remember that the use of information obtained from LEIN is for criminal justice purposes only. Personnel shall not use LEIN for personal reasons.

- Rick Bradley, Chief Enforcement Officer

